

Office of Finance and Resource Management

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$2,225,054	\$3,221,184	44.8

The mission of the Office of Finance and Resource Management (OFRM) is to support the Deputy Mayor of Operations, and, ultimately, the Mayor's strategic goal of "Making Government Work."

The Office of Finance and Resource Management provides full-service financial and resource management to the District of Columbia Government Direction and Support agencies. The agency is committed to providing timely, efficient, and accurate fiscal oversight and management in central payments, shared services, resource management, and capital infrastructure. OFRM plans to fulfill its mission by achieving the following strategic result goals:

- Continue to build and maintain partnerships with client agencies through improved communication, reliable fiscal information, and the education of OFRM employees to the fiscal and programmatic needs of its client agencies.
- As the cluster agency for Government Direction and Support, under the direction of Associate Chief Financial Officer, build and maintain partnership with client agencies through improved communication, accurate, reliable fiscal information, and education of OFRM employees to the fiscal and programmatic needs of its client agencies.
- Improve the platform for vital information storage and statistical analysis that will help refine a centralized fixed cost budget and allow for the most efficient forecasting and distribution of scarce fixed costs resources.
- Promote timely fiscal reporting and clarity of utility billing to clients by providing on-line services for reviewing agencies accounts and certifying utility billing.
- Continue to build the internal capacity of OFRM financial systems, refine closings, and

Did you know...

Percent anti-deficiency compliance on behalf of client agencies in FY 2003.	100
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Telecommunication savings through due diligence and avoidance in FY 2003	More than \$600,000
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OFRM serves as the financial manager for 26 agencies.

OFRM checks agency account status, reviews purchase order information, and makes invoice inquiries.

Where the Money Comes From

Table AS0-1 shows the sources of funding for the Office of Finance and Resource Management.

Table AS0-1

FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	7,497	2,000	1,845	2,084	239	12.9
Special Purpose Revenue Fund	525	174	0	0	0	0.0
Total for General Fund	8,022	2,174	1,845	2,084	239	12.9
Intra-District Fund	139,434	149,849	380	1,138	757	199.1
Total for Intra-District Funds	139,434	149,849	380	1,138	757	199.1
Gross Funds	147,456	152,023	2,225	3,221	996	44.8

How the Money is Allocated

Tables AS0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table AS0-2

FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	1,642	1,723	1,736	2,568	832	47.9
12 Regular Pay - Other	24	256	0	0	0	0.0
13 Additional Gross Pay	43	28	24	0	-24	-100.0
14 Fringe Benefits - Curr Personnel	301	285	285	380	95	33.4
15 Overtime Pay	0	9	0	24	24	100.0
Subtotal Personal Services (PS)	2,009	2,300	2,044	2,971	927	45.3
20 Supplies and Materials	15	22	22	22	0	0.0
30 Energy, Comm. and Bldg Rentals	58,449	46,384	23	32	9	39.4
31 Telephone, Telegraph, Telegram, Etc	18,861	25,533	36	42	6	16.6
32 Rentals - Land and Structures	63,805	74,038	28	81	53	192.9
33 Janitorial Services	61	16	12	19	7	53.8
34 Security Services	0	21	16	21	4	27.0
40 Other Services and Charges	147	177	43	33	-10	-23.4
41 Contractual Services - Other	4,076	3,533	0	0	0	0.0
70 Equipment & Equipment Rental	34	0	0	0	0	0.0
Subtotal Nonpersonal Services (NPS)	145,447	149,724	181	251	70	38.4
Total Proposed Operating Budget	147,456	152,023	2,225	3,221	996	44.8

FY 2004 Proposed Budget and Financial Plan

Table AS0-3

FY 2004 Full-Time Equivalent Employment Levels

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
General Fund						
Local Fund	24	35	24	28	4	16.7
Total for General Fund	24	35	24	28	4	16.7
Intra-District Funds						
Intra-District Fund	6	0	8	13	5	62.5
Total for Intra-District Funds	6	0	8	13	5	62.5
Total Proposed FTEs	30	35	32	41	9	28.1

enhance financial reporting through continuing education and training of OFRM employees.

Gross Funds

The proposed budget is \$3,221,184, representing a change of 44.8 percent from the FY 2003 Gross Funds budget of \$2,225,054. There are 41 total FTEs for the agency, an increase of 9, or 28.1 percent, from FY 2003.

General Fund

Local Funds. The proposed budget is \$2,083,546, an increase of \$238,791 over the FY 2003 approved budget of \$1,844,755. There are 28 FTEs funded by Local sources, an increase of 4 FTEs from FY 2003. The increase in FTEs is a result of a transfer of three positions from the Office of the Corporation Counsel (OCC) and funding from the Office of the Chief Technology Officer (OCTO) for the consolidation of accounts payable functions.

Changes from the FY 2003 approved budget are:

- An increase of \$222,564 reflecting a mayoral enhancement for the transfer of three financial positions from the OCC and funding for one new financial position from the OCTO.
- A net increase \$74,452 in fixed costs and Other Services, primarily for training, travel and office equipment maintenance.
- A net reduction of \$39,227 in personal services to reflect the reorganization of the Government Direction and Support CFO

cluster.

- A reduction of \$9,627 in nonpersonal services reflecting gap-closing measures for FY 2004.
- A net reduction of \$9,371 in telecommunications.

Intra-District

The proposed budget is \$1,137,638, an increase of \$757,339, or 199.14 percent, over the FY 2003 approved budget of \$380,299. Of this increase, \$743,286 is in personal services, and \$14,053 is in nonpersonal services. There are 13 FTEs funded by Intra-District sources, an increase of 5 FTEs over FY 2003. The increase in FTEs is attributed to a reclassification of positions from Local funds and the reorganization of the Government Direction and Support cluster.

Change from the FY 2003 approved budget is:

- An increase of \$743,286 in personal services to support the additional 5 Intra-District FTEs.

Programs

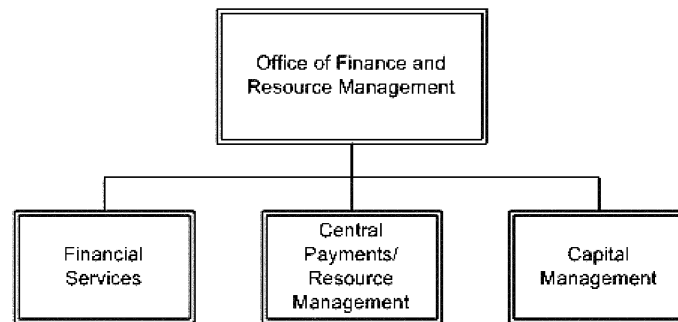
The Office of Finance and Resource Management operates the following programs:

Financial Services

This program provides financial management for client agencies, which includes the following: financial reviews, personnel actions, purchase orders and requisitions, outstanding encumbrances, overtime analysis, and grant status.

Figure AS0-1

Office of Finance and Resource Management



Financial Review Reports (FRP) and other financial related documents are produced monthly.

A key initiative associated with the Financial Services Program is:

- Re-engineering the billing and payment process.

Resource Management/Central Payments

This program ensures that District government agencies receive full and fair value for goods and services that are procured in relation to fixed costs expenditures. These include utilities such as electricity, telephone, fuel, natural gas, water, and steam, as well as other fixed costs such as postage, custodial, rent, security, occupancy and building maintenance. It accounts for the use of all dollars expended from the budgets of OFRM client agencies for fixed costs and identifies waste, fraud, and abuse where possible.

Key initiatives associated with the Resource Management/Central Payment program are:

- Crafting the structure for development of improved fixed costs forecasts for FY 2005.
- Conducting due diligence to ensure that billing errors are identified.
- Reexamining existing processes to identify business process reengineering opportunities.

Capital Management

The Capital Management program monitors capital expenditures against the budget and provides for feedback to assure adequate reporting of performance and costs. It assists with planning,

budgeting, scheduling, and evaluating productivity and progress of capital activities. The program coordinates the development of the annual capital budget for numerous District agencies on behalf of the Office of Property Management, and identifies funding sources for proposed new projects either from existing authority or as a new submission in the six-year capital improvements plan request.

A key initiative associated with the Capital Management Program is:

- Improving three-tiered training for employees using the System of Accounting and Reporting and Executive Information Systems.

Agency Goals and Performance Measures

Goal 1: Promote efficient and effective delivery of government services through timely processing of purchase requests and financial reporting and guidance.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Mohamed A. Mohamed, Director of Financial Operations, Office of Finance and Resource Management

Supervisor(s): Barbara Jumper, Associate Chief Financial Officer, Office of Finance and Resource Management

Measure 1.1: Percentage of agencies compliant with the anti-deficiency act

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	100
Actual	100	100	-	-	-

Measure 1.2: Percentage of client agency complaints

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	3	3	3	3	3
Actual	1	1	-	-	-

Note: Agency adjusted FY 2003-2004 targets from 0 percent to 3 percent

Measure 1.3: Shared Services: Number of "client offices served by OFRM"

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	8	21	26	26	-
Actual	21	21	-	-	-

Note: FY 2002 target has been adjusted from 19 to 21 at request of agency (2/19/02). FY 2003-2004 targets adjusted from 21 to 26 (12/30/02).

Measure 1.4: Central Payment Services: Percent of Intra-District payments processed by OFRM

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	95	95	95	95	95
Actual	94	95	-	-	-

Note: OFRM has corrected historical data for FY 2000-2001. In addition, the agency has indicated the FY 2002-2004 targets should have been 95 percent rather than 100 percent (01/13/03).

Measure 1.5: Number of monthly closings completed

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	12	12	12	12	12
Actual	12	12	-	-	-

Note: OFRM has corrected historical data for FY 2000-2001.

Measure 1.6: Percent of Financial Reports submitted to agencies on time

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	100	100	100	100	100
Actual	100	100	-	-	-

Note: FY 2002 target has been adjusted from 99% to 100% at request of agency (1/14/02).

Measure 1.7: OFRM Internal Operations: Average number of days to process requisitions and purchase orders

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	2.5	2	2	2	2
Actual	2.5	2	-	-	-

Note: OFRM indicated the FY 2002 target should have been two days instead of 2.5 days (01/13/03).

Measure 1.8: Number of financial audits for Utility Accounts

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	4	4	4	4	4
Actual	4	2	-	-	-

Note: OFRM has corrected historical data for FY 2001, increasing the target and result from 1 to 4 audits (01/13/03).

